



# **US Army Corps of Engineers®**

Headquarters

**Chief of Engineers**

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## **Architect of the Year Award Program - 1997**

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# **Instructions**

Headquarters  
Directorate of Military Programs  
Engineering Division  
Washington, DC

**CHIEF OF ENGINEERS  
ARCHITECT OF THE YEAR AWARD PROGRAM - 1997**

- 1. Purpose.** These instructions establish the U.S. Army Corps of Engineers (USACE) Architect of the Year Award Program for 1997, describe the award, define qualifying criteria for judging nominees, and describe the procedures for selecting the awardee.
- 2. Applicability.** These instructions apply to all HQUSACE/OCE elements, major subordinate commands, districts, laboratories, and field operating activities (FOA).
- 3. Reference.**

  - a. ER 672-1-9, *Architect of the Year Award Program*, dated 25 November 1992 which previously contained these instructions.
  - b. ER 672-1-18, dated 1 January 1995, which requires informal announcements for USACE-wide awards programs.
  - c. EC 25-1-218, dated 1 March 1995, which rescinds ER 672-1-9, *Architect of the Year Award Program*.
- 4. General.** The USACE Architect of the Year award will be presented annually to one person in recognition for his or her contribution to excellence in architectural design and the architectural profession, based on the three fiscal years preceding the award.
- 5. Eligibility.**

  - a. All registered architects, civilian or military, in any grade or rank within USACE whose nominations are submitted by their activity commander/director in accordance with the guidance contained in Appendix A are eligible for the USACE Architect of the Year award.
  - b. Each activity commander/director may establish an appropriate award to

recognize an outstanding registered architect within his or her command. The basis for selection will conform to the criteria for the USACE-wide award contained here.

## **6. Nominations.**

a. Activity commanders/directors should establish a committee of senior employees within their activity to review nominations for this award.

b. Activity commanders/directors may submit only one nomination from his or her activity for this award.

c. Nomination packages should be submitted directly to HQUSACE (CEMP-EA) so that all submittals are received by 28 February 1997. An original and four copies of the nomination are required.

## **7. USACE Screening Panel and Selection.**

a. Nominations will be evaluated and rated by a screening panel to determine the best qualified person.

b. The Chief, Engineering Division, Directorate of Military Programs, HQUSACE, will select three registered architects from outside of USACE with technical and professional expertise in architecture, or previous recipients of this award, to serve as members of the screening panel. Screening panel members will be compensated for their travel expenses.

c. The screening panel members will rate the nominations in accordance with a rating scheme developed from the criteria contained in Appendix A, and make recommendations to the Chief, Engineering Division, Directorate of Military Programs, HQUSACE. Final selection will be made by the Director of Military Programs and forwarded to the Commander, USACE, for final approval.

**8. Evaluation Factors.** The following factors will be evaluated in determining the best qualified registered architect:

a. Performance and recognition.

- b. Specific contributions.
- c. Excellence in architectural design.
- d. Leadership in career development and others.
- e. Mentorship and participation as a sponsor or advisor.
- f. Participation in professional societies.
- g. Contributions to the architectural profession within and outside USACE.
- h. Outside USACE activities and community support.

**9. Awards.**

- a. The recipient of the award will be presented a 300 mm by 380 mm (approximate) plaque.
- b. This award is honorary and has no monetary reward. However, activity commanders/directors are encouraged to consider a monetary award within their command/directorate in accordance with the USACE Incentive Awards Program.

**10. Award Presentation.** The USACE Architect of the Year award will be presented at the annual USACE Anniversary Awards Ceremony in Washington, DC, or at some other appropriate time and place. Cost of travel and per diem for the awardee will be budgeted and paid by CEMP-EA.

**11. Proponent.** The Architectural and Planning Branch, Engineering Division, Directorate of Military Programs, HQUSACE, is the proponent for this award. Any suggestions for improvement should be sent to HQUSACE (CEMP-EA), Washington, DC 20314-1000.

## APPENDIX A

### INSTRUCTIONS FOR SUBMISSION OF INDIVIDUAL AWARD

**1. Submission Requirements.** Nominations for the USACE Architect of the Year award will consist of the activity commander's/director's transmittal memorandum, a DA Form 1256 (signed by the nominating activity commander/director), proposed citation, a narrative justification and samples of the nominee's work.

**2. DA Form 1256.** An original DA Form 1256 signed by the nominating activity commander/director in block 7, will be included in the nomination package. Blocks 1, 2, 3, 4, and 6a "Other," should also be filled out.

**3. Justification.** A narrative justification will be included in the nomination package as follows:

a. A biographical sketch on not more than three pages of plain bond paper consisting of:

- (1) Name of the nominee.
- (2) Position title, series, and grade.
- (3) Organization and location.
- (4) Education.
- (5) Professional registration.
- (6) Membership in professional societies.

(7) Current duties and responsibilities, including the number of personnel supervised if applicable, and size and number of projects or programs the nominee is directly responsible for.

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(8) Job progression, public and private sectors.

(9) Performance and recognition with a listing of awards and performance ratings received within the past three years.

b. A narrative description of the nominee's specific contributions and achievements in the three fiscal years preceding the award which formed the basis for the nomination (not to exceed 1,000 words), including:

(1) Specific contributions.

(2) Excellence in architectural design including efforts to improve the quality of design.

(3) Leadership in career development, education, partnering and service to customers.

(4) Mentorship and participation as a sponsor or advisor to intern and intermediate level architects.

(5) Participation in professional societies.

(6) Contributions to the architectural profession within and outside USACE, including teaching, publication writing, and guest speaking.

(7) Outside USACE activities and community support.

c. Samples of the nominee's work should illustrate the narrative descriptions and compliment the achievements which formed the basis for the nomination. These representative work samples should be in the form of half size working drawings or 8x10 color photographs.